

Budgets and Set-Asides Checklist
Tennessee Department of Education
ESEA – No Child Left Behind
School Year 2007-2008

District	Director of Schools
Assigned NCLB Field Service Consultant	Federal Programs Contact

Budget and Set-Aside Status: *Check the appropriate box*

<input type="checkbox"/>	Budgets and set-asides meet NCLB requirements.
<input type="checkbox"/>	Budgets and set-asides appear to meet NCLB requirements, but I have some concerns. My concerns are listed below.
<input type="checkbox"/>	Inconsistencies are evident with this LEA's budgets and set-asides. My concerns are listed below.

Concerns: (This is a "form field" option. If completed on your computer, the lines will "match" the length of whatever you type. Please list each concern on a separate line.)

1. _____
2. _____
3. _____

Consultant Signature_____
Date Reviewed

General Information	Yes	No	N/A	Comments <i>(Required for “No” responses; optional for “N/A” or “Yes” responses.)</i>
1. Is LEA utilizing Consolidated Administration?	<input type="checkbox"/>	<input type="checkbox"/>		<i>(If answer is “No”, no comment required.)</i>
2. Is LEA tracking administration funds by pooling them into a separate subfund? (Option, not a requirement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>(If “No” for Question #1, please mark “N/A” on Question #2.)</i>
3. Do equipment items costing \$5000 or more have prior written approval of the NCLB Consultant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. State Approved Indirect Cost Rate _____				

Titles and Categories	I-A			II-A			II-D			Private Schools		
	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
5. Does the LEA staffing/FTE serving public schools match the numbers given in the Consolidated Application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the LEA staffing/FTE serving private schools match the numbers given in the Consolidated Application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the LEA staffing/FTE serving Local Neglected match the numbers given in the Consolidated Application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
8. Does the budget program an amount equal to or approximating the amount of the current FY and carryover amounts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the budget reflect line items that are allowable under this program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Do the line items in the budget correspond to approved activities in the appropriate section of the NCLB Consolidated Application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Does the budget reflect the administrative percent for this title approved in the NCLB Consolidated Application? <i>(pg. 24)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is the “Indirect Costs” line item equal to or less than the State approved LEA Indirect Cost rate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Do participating private school students receive an equitable per pupil amount as their counterparts attending public school? <i>(EDGAR § 76.654)</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments Required? *Please use an additional sheet and identify comments by Title/Category and Item Number*

Complete this column (Title III)
 ONLY if the LEA is a Fiscal
 Agent for a Consortium ☐
 OR is a Stand-Alone ☐

<u>Titles and Categories</u>		<u>III</u>			<u>IV-A</u>			<u>V</u>			<u>VI</u>		
		<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
14.	Does the LEA staffing/FTE serving public schools match the numbers given in the Consolidated Application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Does the LEA staffing/FTE serving private schools match the numbers given in the Consolidated Application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Does the budget program an amount equal to or approximating the amount of the current FY and carryover amounts?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Does the budget reflect line items that are allowable under this program?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Do the line items in the budget correspond to approved activities in the appropriate section of the NCLB Consolidated Application?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Does the budget reflect the administrative percent for this title approved in the NCLB Consolidated Application? (pg. 24)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Is the "Indirect Costs" line item equal to or less than the State approved LEA Indirect Cost rate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Do participating private school students receive an equitable per pupil amount as their counterparts attending public school? (EDGAR § 76.654)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments Required? *Please identify comments by both Item number and Title #*

NOTE: * next to an Item number denotes required set-asides apply.

I-A	(Continued)	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Comments</u> <i>(Required for “No” responses; optional for “N/A” or “Yes” responses.)</i>
22.*	Do participating private school students receive an equitable portion of the LEA’s reservation for instruction (including carryover, if applicable) and comparable services for instruction as their counterparts attending public school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Is the LEA Allocation over \$500,000?	<input type="checkbox"/>	<input type="checkbox"/>		<i>No comment required.</i>
24.*	If “Yes” is marked on Question #23, has at least 1% of their allocation has been budgeted for parental involvement/family literacy and parenting skills (of which 95% is distributed to schools)? <i>(If “No” is marked for Question #23, please mark “N/A”)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.*	If “Yes” is marked on Question #23, has a proportionate amount of the LEA’s 1% for parental involvement been set-aside for parents of private school students? <i>(If “No” is marked for Question #23, please mark “N/A”)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26.*	Has a proportionate amount of the LEA’s 5% for professional development been set-aside for teachers of private school participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27.*	Are the participating private school students receiving equitable services for Districtwide Instructional Initiatives? [Pg. 25- <i>Consolidated Application</i>]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28.*	Is money reserved to provide comparable services for homeless students?	<input type="checkbox"/>	<input type="checkbox"/>		
29.*	Have unspent minimum <u>required</u> set-asides been rebudgeted? <i>Required set-asides must be spent as well as budgeted.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>(“N/A” = Minimum requirement spent during current year)</i>
30.*	Has 5% or more of allocation been budgeted to attain <u>Highly Qualified</u> status for all teachers and paraprofessionals?	<input type="checkbox"/>	<input type="checkbox"/>		<i>No comment required if Question #31 is “Yes”.</i>
31.	If less than 5% is needed for Highly Qualified, has an explanation letter been submitted to the NCLB consultant serving this district?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

NOTE: * next to an Item number denotes required set-asides apply.

<u>I-A</u>	<u>(Continued)</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Comments</u> <i>(Required for "No" responses; optional for "N/A" or "Yes" responses.)</i>
32. *	High Priority LEAs: Is an additional 10% budgeted for staff development addressing identified AYP needs? <i>(Under "Comment" section, please mark all that apply.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AYP Identified Needs: <input type="checkbox"/> Rdg/LArts; <input type="checkbox"/> Math; <input type="checkbox"/> Attendance; <input type="checkbox"/> Grad. Rate Subgroups to be addressed: <input type="checkbox"/> ALL Students <input type="checkbox"/> White <input type="checkbox"/> African-American <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Limited English Proficient <input type="checkbox"/> Economically Disadvantaged <input type="checkbox"/> Students with Disabilities
33. *	Previously Identified High-Priority LEAs: If last year's staff development set-aside was not expended, has any remaining staff development set-aside been rebudgeted in carryover? <i>(see #32 above)</i>	<input type="checkbox"/>	<input type="checkbox"/>		
34.	Was the LEA allocated Local Neglected funds by the US Department of Education?	<input type="checkbox"/>	<input type="checkbox"/>		No comment required
35. *	Does the LEA reserve the Local Neglected allocation to provide comparable services to children in local institutions for neglected children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Money is released to state to provide comparable services
36.	LEAs with High Priority Title I Schools: If schools have not met AYP for two years, is an amount "equal to" 20% of the allocation reserved for Public School Choice (PSC) and/or Supplemental Education Services (SES), unless a lesser amount is needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37.	Of the 20% for PSC/SES, is 5% to 15% reserved for transportation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38.	Of the 20% for PSC/SES, is 5% to 15% reserved for supplemental services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39.	Are non-Title I funds used to meet the PSC/SES requirement(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40.	Optional for LEAs with Title I Schools Not Making AYP: Is 5% or less of its allocation used to provide incentives and rewards to teachers to work in Title I schools not making AYP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41.	(* Memphis only) Is money set-aside to provide comparable services for children in local institutions for delinquent children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

NOTE: * next to an Item number denotes required set-asides apply.

<u>II-D</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Comments</u> <i>(Required for “No” responses; optional for “N/A” or “Yes” responses.)</i>
42. * Is 25% or more of this allocation reserved for Professional Development?	<input type="checkbox"/>	<input type="checkbox"/>		
43. * Have unspent minimum <u>required</u> set-asides from prior year fiscal year funds been rebudgeted? <i>Required set-asides must be spent as well as budgeted.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>(“N/A” = Minimum requirement spent during current year)</i>
<u>IV-A</u> <i>LEAs MAY decide to spend 20% on security-related items AND UP TO another 20% on an SRO. They may also decide NOT to use Title IV money for either of these options.</i>	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Comments</u> <i>(Required for “No” responses; optional for “N/A” or “Yes” responses.)</i>
44. Does the LEA use any of the Title IV allocation for security-related items and/or school resource officers?	<input type="checkbox"/>	<input type="checkbox"/>		
45. Does the LEA spend 20% or less of this allocation for security-related items? (<u>SRO positions are NOT considered a security-related ITEM</u>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	“N/A” indicates the LEA uses no Title IV funds for this purpose.
46. If the LEA uses Title IV-A funds for the hiring and/or training a School Resource Officer, is the TOTAL AMOUNT SPENT for security-related personnel and items (<u>including the SRO</u>) equal or less than 40% of this allocation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	“N/A” indicates the LEA uses no Title IV funds for this purpose.

Follow-Up Coversheet

(Use only if Follow-up(s) is/are required.)

Attach Follow-Up coversheet on top of original coversheet and make comments where appropriate.)

Tennessee Department of Education

ESEA – No Child Left Behind

School Year 2007-2008

District	Director of Schools
Assigned NCLB Field Service Consultant	Federal Programs Contact

Budget and Set-Aside Status: *Check the appropriate box*

<input type="checkbox"/>	Budgets and set-asides meet NCLB requirements.
<input type="checkbox"/>	Inconsistencies are evident with this LEA's budgets and set-asides. My concerns are listed below.

Follow-Up Comments: (Please address each concern listed on original document.)

1. _____
2. _____
3. _____

Consultant Signature

Follow-Up Date